

DD/S REGISTRY SYSTEM

1. On receipt of an incoming document, Registry assigns a number and prepares Form 35-1 (File and Routing Slip) in six copies which indicate, among other things, the staff member to whom the initial routing is made.
2. Copy No. 2 is retained in Registry and filed by source (originating office).
3. Copy No. 3 is retained in Registry and filed by date received. This file will also fall naturally into DMS control number sequence. The DMS document control number is made up of six digits, i.e., 55-4421. The 55 stands for the calendar year, and the last four digits are used to assign a number to the document in numerical sequence within the calendar year. The document, with the file and routing slip attached, is then passed to the first person indicated for action.
4. When that person is transferring the document to another person within the Office of the Deputy Director (Support), the name or initials of the person receiving the document will be indicated on the routing slip so that it appears on all four remaining copies (1, 4, 5, and 6). Copy No. 4 of the file and routing slip is then removed and returned to Registry. Copies 1, 5, and 6 go forward with the material.
5. When copy No. 4 is received in Registry, information as to the second recipient is entered on copy No. 3.
6. When routed to subsequent members of the office staff, the procedure outlined immediately above is followed until the tickets are exhausted. If additional routings are made, the Registry should be informed by buckslip so that they are aware at all times of the present holder of the particular document.
7. When action on a document has been completed and the material is ready to leave the Office of the DD/S, the procedure is as follows:
 - a. If there is a suspense date indicated, Copy No. 6 has the suspense date inserted and is given to [redacted] to hold in the suspense file where it is arranged by office and by date within the Office. (If Copy No. 6 has been used in routing a buckslip will be given to Margaret).
 - b. If no reply to the Deputy Director (Support) is necessary, Copy No. 2 is destroyed, Copy No. 1 is filed in a completed source file, and Copy No. 3 is filed in a permanent numerical file.
8. Outgoing memoranda and letters originating in this office have Form 35-1 prepared. If a suspense date is required, this is indicated and Copy No. 6 goes to Margaret Porter for placing in the appropriate suspense file. Copies 1 and 3 are filed in completed source and numerical

25X1A

files, and Copies 2, 4, and 5 are destroyed. When the reply is received this is given a new ticket and a new document number and is thereafter controlled by the new number.

9. When an item is or should be suspended and no date has been indicated at the time it passes through Registry, an automatic one week's suspense date is established, at which time it will be brought to the attention of the originator for appropriate action.

10. When special processing is required ("Eyes Only" or special hand-carry jobs) on either an incoming or outgoing document, a number can be obtained from Registry. Wherever possible, a copy of the document (with the control number written in the upper right hand corner) should be returned to Registry, to enable them to properly complete their files. When our Registry will not get a copy of the document, information as to subject, date, addressee, originator, distribution, and references should be furnished Registry. Requests for numbers should be kept at a minimum, and used when it is not at all possible for the papers to go through Registry.

11. Procedure for getting search service from Registry:

a. Documents on which action has been completed and it is likely that there are DD/S file copies should be asked for by subject.

b. When the subject is only generally known, the office of origin and the DD/S control number if known would be the next best chance of finding the material.

c. Furnishing the approximate date of origin and the approximate date on which action was completed would also assist in securing documents from the files.

12. Miscellaneous routine papers such as TLO Notices, Notices of Pending Legislation, IAC Agendas, Fitness Reports, Personnel Files, etc. are not included in the numbering system. They are logged in a notebook, and will be so indicated by a check mark in the upper right hand corner.

13. Top Secret documents are controlled according to CIA TS Control procedure as set up by [REDACTED], Central Top Secret Control Officer. A Top Secret Guide will be routed to DD/S Staff members shortly.

STATINTL